



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3-26-74		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed 4/1/74 74/104 4/5/74	
2. Agency Application No. EPD-8		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Div., Air Quality Control 406 Agriculture Building, 19 Hunter Street Atlanta, Georgia 30334		4. Person to Contact Mr. Gordon J. Gridley 5. Working Title Asst. to Chief 6. Tel. No. 656-4867	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1968-date		9. Exact Series Title Air Quality Control Public Hearing File			
10. What is the function of the office in which this record series is created? The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: public hearings conducted by the Air Quality Control Section of the Department. Included are; public hearing notices, record transcripts, and statements submitted at the hearing. File is arranged: Chronologically by the date of hearing.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	1 1/2	.05	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's	Last Year's
				Preceding Year's	All Prior Years
				15	5
				0	0
				AVERAGE DAILY REFERENCES	
				15	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [x] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [x] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [x] |
| 16. Does the series contain classified information requiring security handling? | [] | [x] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [x] |
| 18. Could the function be performed if the files were lost or destroyed? | [x] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [x] |
| 20. Does the record series provide data as input to an EDP file? | [] | [x] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [x] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? (See #24) | [x] | [] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [x] | [] |

24. REQUIREMENTS. The following requires the files to be kept permanently.

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [x] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [x] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Guide to Record Retention Requirements, XVIII., 1.1

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [x] FISCAL YEAR - [] OTHER _____, then:

- [x] Hold in the current files area _____ month(s)/ 2 year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
 [] Destroy.
 [x] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify) _____

Federal law requires that the records related to Federally funded projects be retained for 3 years following the final payment at the completion of the project. These records also should be retained permanently due to the historical value concerning the development of the Air Quality efforts in the State.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Pearl</i>	3/28/74		
26. Recommendations Agency Head/Designee in paragraph 25 are:	[x] Approved [] Disapproved	<i>W. Hamilton</i>	3-28-74
State Auditor/Designee	[] Approved [] Disapproved	<i>William M. Dixon</i>	4-4-74
Secretary of State/Designee	[x] Approved [] Disapproved	<i>Carroll Hart</i>	4-3-74
Attorney General/Designee	[x] Approved [] Disapproved	<i>W. Sheel</i>	4-4-74

STATE RECORDS
COMMITTEE